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ABSTRACT

The booklet presents the ninth edition of the national apprenticeship and training standards developed by the painting and decorating and drywall industry in cooperation with the Department of Labor's Bureau of Apprenticeship and Training. Provisions of national apprenticeship and training standards for painting and decorating and drywall finishing are presented in section one. Section two considers adapting the national standards to local use. Other sections describe: filing with the registration agency; cooperating agencies; Federal laws and regulations on wage determinations; joint training funds; equal employment opportunity in apprenticeship and training; and related technical instruction. Appended materials include: sample of work processes for on-the-job training; apprentice recordkeeping; sample apprentice agreements; an addendum on the Affirmative Action Program; and address lists for the Bureau of Apprenticeship and Training Regional Offices and State Apprenticeship Agencies. (NH)

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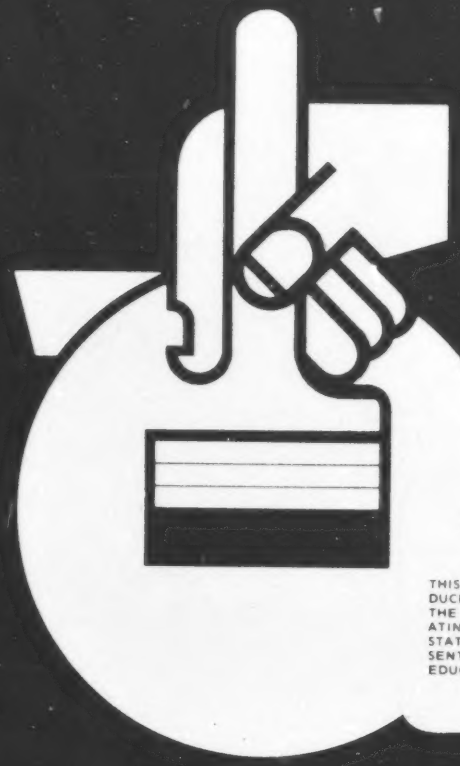

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National Apprenticeship and Training Standards for Painting and Decorating and Drywall Finishing

Adopted by the National Joint Painting and Decorating and Drywall Finishing Apprenticeship and Training Committee, representing the International Brotherhood of Painters and Allied Trades, AFL-CIO, the Gypsum Drywall Contractors International, and the Painting and Decorating Contractors of America, in conformance with the basic standards recommended by the Bureau of Apprenticeship and Training.

U. S. DEPARTMENT OF LABOR
Peter J. Brennan, Secretary

Manpower Administration
William H. Kolberg
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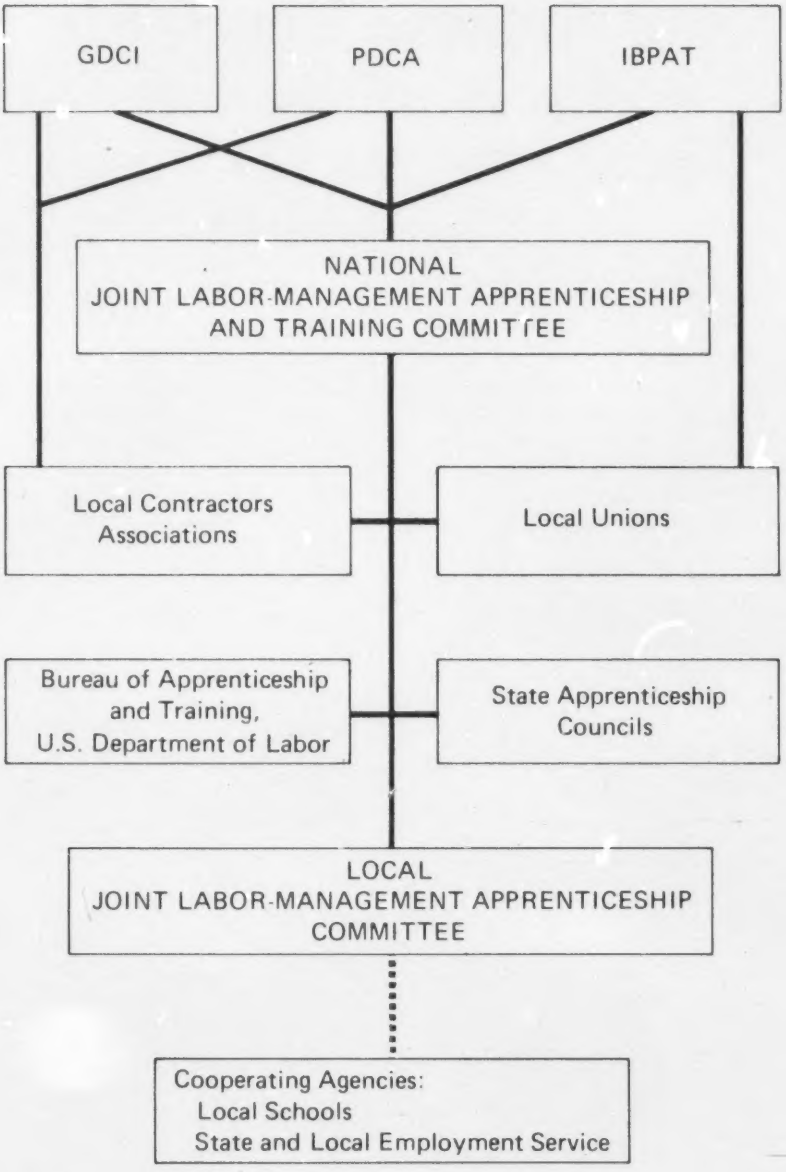
Bureau of Apprenticeship and Training
1974 Edition

APPRENTICESHIP SYSTEM OF THE PAINTING AND DECORATING AND DRYWALL INDUSTRY



PREFACE

Set forth in this booklet is the ninth edition of these national apprenticeship and training standards, which were originally formulated and adopted in 1937. This latest edition was developed by the Joint Painting and Decorating and Drywall Finishing Apprenticeship and Training Committee in cooperation with the U.S. Department of Labor's Bureau of Apprenticeship and Training. The committee, which represents the International Brotherhood of Painters and Allied Trades, the Painting and Decorating Contractors of America, and the Gypsum Drywall Contractors International, is established on a permanent basis.

The painting and decorating trade was one of the first trades in the United States to adopt national standards to provide a uniform pattern for use by employers and labor in every locality in setting up and operating apprentice training programs. The original standards formulated in 1937 formed a basis for national standards subsequently developed in many other trades.

Continuously on the alert for ways and means to improve training methods and procedures, representatives of contractors and labor in the trade revised the original standards in 1938, 1948, 1954, 1960, 1964, 1967, 1972, and now in 1974. The changing techniques and new competitive materials introduced have constantly increased the skills and technical knowledge required in the trade and the necessity for more versatile, thoroughly trained craft workers,capable of a more economical, longer lasting, perfectly executed job.

In addition to itemizing the various provisions of this latest version of the national standards, this booklet includes an explanation of the application of the standards for the guidance of contractors and labor representatives.

It is hoped that all employers and labor representatives in every community will take full advantage of this edition of the painting industry's national standards in establishing, improving, and conducting local apprenticeship programs.

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STANDARDS JOINTLY DEVELOPED AND ADOPTED BY CONTRACTORS AND LABOR

In order that there may be continuous activity and progress in the national apprenticeship program in the painting and decorating trade, a National Joint Contractor-Labor Apprenticeship Committee was originally established and appointed by the Secretary of Labor to serve in an advisory and promotional capacity. This national committee, now known as the National Joint Apprenticeship and Training Committee, is made up of equal representation of union and management. The union is represented by the International Brotherhood of Painters and Allied Trades, AFL-CIO, and management is represented by the Painting and Decorating Contractors of America and Gypsum Drywall Contractors International. Representatives of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and of the Trade and Industrial Education Service, U.S. Office of Education, serve as consultants to the committee.

To enable young persons to obtain the training necessary to equip them for the responsibilities they must assume as successors to the present generation of craft workers, the National Committee has developed, for the guidance of local contractor and labor groups, the national standards of apprenticeship that appear on the following pages. It is through the cooperative effort and initiative of the local groups that the National Committee looks for ever-increasing apprenticeship activities.

These national standards represent the conservative judgment of leading painters and decorators and drywall finishers concerning the essential factors in the development of highly skilled craft workers. The National Committee will arrange for every assistance possible to be given to the local groups in establishing practical and sound apprenticeship programs. It will review the operation of apprenticeship programs and the development of apprentice training in the industry through periodic surveys and make such recommendations as may be necessary for improving the effectiveness and completeness of the training of apprentices.

NATIONAL JOINT PAINTING AND DECORATING AND DRYWALL FINISHING APPRENTICESHIP AND TRAINING COMMITTEE

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NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR PAINTING AND DECORATING AND DRYWALL FINISHING

1. Provisions of Standards Governing the Employment and Training of Painting and Decorating and Drywall Finishing Apprentices.

NOTE: Local application of these national standards in States having State apprenticeship councils may require adaptation to meet the standards of apprenticeship in such States. The staff of the Bureau of Apprenticeship and Training and State apprenticeship agencies is available to advise on such standards.

1. **Definition of Apprentice**—A "painting and decorating or drywall finishing apprentice" is a person:
   a. Who is at least 16 years of age;
   b. Who is engaged in learning a trade covered by these standards; and
   c. Who is covered by a written agreement, hereinafter called an "apprenticeship agreement," with a local painting and decorating and/or drywall finishing joint apprenticeship and training committee, acting as agent of the contractor, or with a contractor with approval of the agreement by the local joint committee.

2. **Definition of Registration Agency**—The term "Registration Agency," as used herein, shall mean a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training; or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

3. **Qualifications for Apprenticeship**—Applicants for apprenticeship must be at least 16 years of age. (The local joint apprenticeship and training committee will have the authority to set the maximum age limit.) All applicants shall satisfy the local joint committee that they have the ability and aptitude to master the rudiments of the trade and have sufficient education to satisfactorily complete the required hours of related theoretical instruction.

Applicants must be physically able to perform the work required of the trade and meet such other qualifications as shall be established by the local joint apprenticeship and training committee.

4. **Selection of Apprentices**—The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprentice-

ship program as required under applicable Federal law and lawful regulations issued thereunder.

Local joint apprenticeship and training committees shall establish proper selection standards and procedures for applicants interested in painting and decorating or drywall finishing apprenticeship. Application forms, appropriate interviewing techniques, and aptitude tests are essential tools of the selection process and, properly used, provide some degree of assurance that the applicant possesses the qualities necessary to succeed in the trade. Among other benefits to be derived from adequate selection procedures are:

a. Better qualified apprentices.
b. Reduction in turnover.
c. Savings in time, money, and effort in training.
d. More competent and highly skilled craft workers.

The National Joint Painting and Decorating and Drywall Finishing Apprenticeship and Training Committee's Model Affirmative Action Program is attached to these national standards of apprenticeship as an addendum.

5. **Term of Apprenticeship**– Painting and decorating apprentices shall serve a minimum term of 3 consecutive years (approximately 6,000 hours) in the painting and decorating trade, which shall consist of six 6-month periods of reasonably continous employment during such term, and include the probationary period and the required hours of supplemental school instruction. (Exception: In individual instances, as circumstances may dictate for the best interests of the industry and its overall apprenticeship programs, local standards altering the term of apprenticeship may be approved by the National Committee.)

Drywall finishing apprentices shall serve a minimum of 2 consecutive years (approximately 4,000 hours) in the drywall finisher trade, which shall consist of four 6-month periods of reasonably continuous employment during such term and include the probationary period and the required hours of supplemental school instruction.

6. **Related Classroom Instruction**—Apprentices shall be required to attend classes in subjects related to the trade each year of their apprenticeship (144 hours per year of such instruction is normally considered necessary). The local joint apprenticeship and training committee shall request the local schools to establish classes of supplemental related instruction for apprentices, and shall cooperate with the local vocational school officials in determining the subjects to be taught and the qualification of instructors. The local joint

committee may recommend journeymen in the trade who have the knowledge and ability to teach related classroom instruction.

Where it is found impracticable to establish related instruction classes, the local joint committee may substitute other organized forms of instruction in the theoretical and technical subjects related to the painting and decorating trade, such as correspondence courses or other industrial courses of equivalent value.

Local standards of apprenticeship should clearly indicate the policy of the local committee with respect to hours spent in related instruction:

a. The local standards should include the statement that hours spent in related instruction after regular working hours shall not be considered hours worked.
b. The standards should clearly indicate the policy of the local committee with respect to payment for hours spent in related instruction.

Apprentices should not be allowed to work overtime when such work will interfere with their attendance at related instruction classes. In case apprentices fail to fulfill their obligations as to school attendance and conduct, without due cause, the local joint apprenticeship and training committee shall take necessary disciplinary action.

NOTE: In Wisconsin, State law provides that the employer shall pay an apprentice at the regular hourly rate for the time of instruction. It also provides that, if the apprenticeship is for a longer period than 2 years, the total amount of instruction shall not be less than 400 hours.

7. **Ratio of Apprentices to Journeymen**—The provisions in local standards covering the ratio of apprentices to journeymen shall be worked out according to local practices or agreements.

8. **Apprentice Agreement** [1]—Each apprentice shall be covered by a written apprenticeship agreement with the local joint committee, acting as agent of the contractor; or the agreement may be between the apprentice and the contractor with approval by the joint committee. All apprentices shall be registered with the appropriate registration agency.

Each apprenticeship agreement shall contain a statement making the terms and conditions of the local trade standards a part of the agreement. For this reason, every apprentice and employer will be

[1] Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or from the Bureau of Apprenticeship and Training, U.S. Department of Labor.

required to read the local standards of apprenticeship before signing the agreement.

9. **Probationary Period**—Apprentices employed under these standards shall be subject to a try-out or probationary period, to be determined by the local joint apprenticeship and training committee, which shall not exceed 3 months of reasonably continuous employment. During the probationary period, the termination or cancellation of the apprenticeship agreement shall be made by the local joint committee at the request of either party to the agreement.

After the probationary period, the agreement may be canceled by the local committee after adequate cause has been shown and all parties to the agreement have had an opportunity to be heard.

The registration agency shall be notified of all cancellations and terminations of apprenticeship agreements.

10. **Wages**—It is recommended that the schedule of wages for apprentices be established on a percentage of the prevailing local journeyman's wage rate (starting rate to be no less than 50 percent and increased each 6 months to completion of the apprenticeship).

The local joint apprenticeship and training committee shall examine apprentices before each period of advancement, ascertaining their satisfactory attendance and progress both at school and on the job and the degree of proficiency and quality of workmanship achieved.

11. **Credit for Previous Experience**—If the local joint committee, upon examining the applicant's records, finds that they have had previous practical experience in the trade, it may grant them advanced standing on the term of apprenticeship, subject to review before the end of the probationary period. Apprentices who receive credit for previous experience shall be paid the wage rate for the period to which such credit advances them.

12. **Hours of Work**—The hours of work for apprentices shall be the same as those for journeymen employed in the trade. Apprentices shall not be allowed to work overtime if it interferes with their attendance at related instruction classes.

Apprentices absent from the services of their employers through their own fault shall make up all such time lost before being advanced to the next period of apprenticeship.

13. **Supervision**—The contractor shall designate a particular person, who may be the superintendent, foreman, or a journeyman, to be responsible for the training of apprentices. Such persons shall, with

the advice and assistance of the local joint apprenticeship and training committee, be responsible for the apprentices' work experience on the job, for their attendance at related classes, and for the recording of same on record forms provided for this purpose.

It shall be the supervisor's duty to see that these record forms are complete in every detail and forwarded to the local joint committee at periodic (quarterly) intervals. The local committee shall keep a master record of the apprentices' work experience and related instruction.

14. Coordinator of Apprenticeship—Where the local program of apprenticeship or the area of coverage of the local program is unusually large, the local joint committee should give consideration to the appointment of a person to assist it in the supervision and administration of the apprenticeship system. The coordinator of apprenticeship shall be responsible to the local joint committee and assume such duties as may be assigned by the local committee. In effect, the coordinator of apprenticeship acts for and on behalf of the local joint apprenticeship and training committee during the interim between regular meetings of the local committee to assure the effectiveness and success of the local program.

15. Accident Prevention—Apprentices shall receive instruction on accident prevention and safe working habits during their entire term of apprenticeship. Such instruction shall be coordinated with the actual work being performed on the job and the tools and equipment being used.

16. Adjusting Differences—The contractor and the apprentices shall have the right and privilege of appeal to the local joint apprenticeship and training committee in the event of disputes or controversies arising over any provision of the local apprenticeship standards which cannot be satisfactorily settled between them. The local committee shall hear all parties and make such adjustments as it may consider necessary.

17. Work Experience—During the apprenticeship, apprentices shall be taught the use, care, and effective and safe handling of all tools and equipment commonly used in the trade. They shall be given work experience and training in all branches of their chosen craft to assure them the skill and proficiency that characterize a fully qualified and competent craftsworker in the art of painting and decorating, paperhanging, or drywall finishing. (See the recommended schedules for work experience and training outlined on pages 16 – 19.)

18. **Certificate of Completion of Apprenticeship**—Apprentices who complete their apprenticeship and have passed the required journeyman examination shall be awarded a certificate by the local joint committee, attesting to their satisfactory completion of training and recognition as qualified journeymen. Certificates of completion are available from the National Joint Apprenticeship and Training Committee and the registration agency for all apprentices completing their apprenticeship under registered standards.

19. **Consultants**—The local joint committee may request interested agencies or organizations to designate a representative to serve as a consultant. Consultants may be asked to participate without vote in conferences on special problems which affect the agencies or organizations they represent.

20. A representative from the Bureau of Apprenticeship and Training, U.S. Department of Labor, and/or the appropriate State apprenticeship council is available on request to provide assistance to local joint apprenticeship committees in developing selection standards and procedures consistent with the requirements of title 29, CFR, part 30.

II. Adapting National Standards to Local Use

1. **Local Joint Apprenticeship and Training Committee**—It is recommended that a local joint apprenticeship and training committee, equally representative of management and labor, be established which shall be responsible for the administration of the local apprenticeship standards and for coordinating them, where desirable, with the apprenticeship standards of other groups in the community.

Where organizations of employers and employees exist, such organizations should appoint equal numbers of their members to serve on the local joint committee.

Where no organizations of employers and employees exist, a committee may be formed in like manner by volunteers who shall agree to carry out the national standards as herein set forth.

A representative from the Bureau of Apprenticeship and Training, U.S. Department of Labor, and/or the State apprenticeship council, if one exists in the State, is available upon request to attend meetings of the joint committee as advisor and consultant on labor standards applicable to apprentices, on the development of administrative procedures for the conduct of apprenticeship, and on any problems relating to apprentices and apprenticeship.

2. **Coverage**—It shall be the duty of each local joint apprenticeship and training committee to identify its area of operation and to assume responsibility for the training of all painting and decorating and drywall finisher apprentices by area contractors with whom the local union has bargaining agreements. The local committee shall also encourage all other contractors in the area to employ and train apprentices under its system of apprenticeship, and any contractor who desires to do so may participate in the local program by signifying agreement to the terms and conditions of training prescribed in the local standards.

3. **Duties of Local Committees**—The local joint committee shall develop local apprenticeship standards consistent with these national standards and covering such items as:

a. Provision for adequate funding of its program through its local collective bargaining agreement.
b. Method of selecting apprenticeship applicants on a non-discriminatory basis.
c. Schedule of work experience on the job.
d. Progressively increasing schedule of wages for apprentices.
e. Provision for supplemental related instruction.
f. Provision for instructions on safe working habits and accident prevention.
g. Provision for reviewing or testing the apprentice's progress, both on the job and in related instruction.
h. Provision for adjusting complaints regarding apprenticeship.
i. Procedure for providing apprentices with certificates of completion.

It shall be the responsibility of the local committee to:

a. Conduct surveys to determine the need for, and the availability of, apprentices in the local area.
b. Ascertain whether the contractor undertaking to train apprentices has the necessary facilities to assure effective training.
c. Place each apprentice under agreement. (Where apprentices are indentured to the local joint committee, the committee shall make every effort to keep them continuously employed and assure them of well-rounded training and experience in all phases of the trade by rotating them, whenever possible, among the various participating contractors. Where apprentices are indentured to the con-

tractor, and the contractor is unable to provide employment for them, the local joint committee shall exert every effort to place them temporarily with another contractor with the understanding that the contractor to whom they are regularly indentured shall have first call on their services when and if the contractor is able to furnish employment for them.

d. Assure that apprentices are receiving the necessary on-the-job experience and related technical instruction.
e. Conduct the final examination for apprentices to establish their status as journeymen in the trade.
f. Notify the appropriate registration agency of all terminations and cancellations of apprenticeship agreements.
g. Prepare and submit all reports concerning its apprenticeship program that may be legally required by local, State, or Federal agencies and the respective national organizations.
h. Supervise the enforcement of all the provisions of the standards.

The local joint apprenticeship committees, when unable to adequately perform the above duties and responsibilities on a voluntary basis because of the size of the program or other contributing factors, should give consideration to the appointment of a coordinator of apprenticeship to assist in the supervision and administration of their program.

4. Responsibilities of Apprentices—The local joint apprenticeship and training committee should impress upon all indentured apprentices that, in signing the apprenticeship agreement, they have voluntarily agreed to abide by the provisions of the local standards. It shall inform apprentices of their responsibilities and obligations under the apprenticeship program, as follows:

a. To perform diligently and faithfully the work of the trade and other pertinent duties as assigned by the contractor in accordance with the provisions of the standards.
b. To respect the property of the contractor and abide by the working rules and regulations of the contractor and the local joint committee.
c. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the local standards.
d. To maintain such records of work experience and training received on the job and in related instruction as may be required by the local joint committee.

e. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.

f. To work for the contractor to whom assigned to the completion of the apprenticeship, unless reassigned to another contractor or the agreement is terminated by the local joint committee.

g. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording him an opportunity to become a skilled craft worker.

Filing with the Registration Agency

As soon as the local apprenticeship standards have been developed and approved by the sponsoring local groups, the local joint committee shall file a copy with the registration agency. The joint committee shall furnish the registration agency with any additional information required by Federal or State laws or regulations affecting apprentices. The joint committee shall also register a copy of each apprenticeship agreement with the registration agency.

Cooperating Agencies

Local joint apprenticeship and training committees may obtain assistance in the formulation and administration of apprenticeship programs from:

a. Painting and Decorating Contractors of America.

b. International Brotherhood of Painters and Allied Trades, AFL-CIO.

c. Gypsum Drywall Contractors International.

d. The Bureau of Apprenticeship and Training, U.S. Department of Labor.

e. State apprenticeship councils, State labor departments, or State industrial commissions.

f. The Division of Vocational Education, U.S. Office of Education, which administers and supervises Federal funds appropriated for apportionment among the States for vocational education. The assistance of State and local boards of vocational education is also available upon request.

Federal Laws and Regulations on Wage Determinations

(Federally financed and assisted construction)

The Secretary of Labor, through the Solicitor's Office of the U.S. Department of Labor, predetermines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in part 5, title 29, subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that, in case they are awarded a contract for a federally financed or assisted construction project, their apprentices must be employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor; or if no such recognized agency exists in the State, with the Bureau of Apprenticeship and Training, U.S. Department of Labor; and provided further, that the apprentices so employed are individually registered with the appropriate registration agency.

The contractor must present to the contracting officer for acceptance written evidence of such registration, including evidence of the established ratios and wage rates applicable in the project area.

Joint Training Funds

1. **Legality of Training Funds**—Training funds for use in defraying the cost of apprenticeship or other training programs, to which employers contribute, are authorized under the Labor-Management Reporting and Disclosure Act of 1959 which amends section 302 of the Labor-Management Relations Act of 1947.

2. **The National Training Fund**—The National Joint Apprenticeship and Training Committee recognizes that the need to train craft workers in the industry is nationwide in scope. They have, therefore, established a national apprentice and manpower training program to assist the local areas in establishing or modifying their present training programs to keep abreast of the technological progress and advancements being made in industry.

To finance this program, the parent organizations have initiated and signed a national trust, known as the National Painting, Decorating, and Drywall Finishing Apprenticeship and Manpower Training Fund. The parent bodies, by becoming signatory to the above mentioned trust, have obligated their affiliates to make a maximum effort to establish in their collective bargaining agreements a provision calling for a cents-per-man-hour employer contribution to this national apprenticeship and training trust fund. A provision for adequate financing to defray expenses of the local joint apprenticeship and training program can and should be provided for in the same collective bargaining agreement clause. More detailed information, including sample trusts and appropriate clauses for collective bargaining agreements, is available from the National Joint Apprenticeship and Training Committee.

3. **Tax Exempt Status of the Trust**—Training trust funds are considered to be tax exempt by the Internal Revenue Service under section 501 (c) 5 of the Internal Revenue Code of 1954.

Employer contributions to the training trust fund are deductible as ordinary and necessary expenses in the conduct of their business under section 162 (a) of the Internal Revenue Code.

Equal Employment Opportunity in Apprenticeship and Training (Title 29, Code of Federal Regulations, part 30, as amended April 8, 1971)

This regulation requires that programs of apprenticeship registered with the U.S. Department of Labor, or with a State apprenticeship agency recognized by the Department as the appropriate registration agency for registering programs for Federal purposes, include in the standards the equal opportunity pledge stated in the regulation. The pledge provides for the recruitment, selection, employment, and training of apprentices during their apprenticeship without discrimination because of race, color, religion, national origin or sex.

The regulation further requires that each apprenticeship program sponsor who employs five or more apprentices adopt an appropriate apprentice selection method and affirmative action plan, including goals and timetables if analysis indicates deficiencies in the utilization of minorities in the program.

Detailed information regarding the application of nondiscrimination requirements under title 29, CFR, part 30, as amended, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or the recognized State apprenticeship agency.

Related Technical Instruction

The local joint apprenticeship and training committee may obtain assistance in formulating, adopting, and funding related technical instruction classes from the Division of Vocational and Technical Education, U.S. Office of Education, which administers and supervises Federal funds appropriated for apportionment among the States for apprentice and journeyman training. Assistance may also be received from State and local boards of vocational education.

APPENDIX
WORK PROCESSES FOR ON-THE-JOB TRAINING

SCHEDULE A: TRADE EXPERIENCE FOR PAINTERS, DECORATORS, AND PAPERHANGERS

This schedule is an example of the type of work experience and training considered necessary to develop a skilled and productive worker in the painting and decorating trade. Within the limits of basic trade requirements, local joint apprenticeship and training committees will find the schedule sufficiently flexible for adaptation to local conditions and for allocating the approximate experience required.

	Approx. hours
I. Preparation of surfaces	
1. Wood and composition	
2. Masonry and concrete	
3. Metal	
4. Plaster	
5. Painted	
6. Drywall finishing and surface treatment (See Schedule B.)	.....
II. Operation and Care of Tools and Equipment	
1. Brushes, rollers, etc.	
2. Spray-painting equipment	
3. Miscellaneous hand-and power-driven tools, including sand and water blasting equipment	
4. Ladders, scaffolding, and rigging	
5. Compressors	.....
III. Materials Used in Painting and Decorating	
1. White pigments	
2. Extender, metal primer, and metal pigments	
3. Color pigments	
4. Binders, thinners, and dryers	
5. Primers and sealers	
6. Oil paints and enamels	
7. Water paints and emulsions	
8. Clear coatings	
9. Stains	
10. Mastics, cement enamels, and other special coatings	

11. Plastics
12. Adhesives
13. Wall coverings
14. Coatings and linings (tanks, vats, and vessels)
15. Foams .....

IV. Application of Materials–Exterior and Interior
1. Painting, staining, coating, and covering of all surfaces
2. Floor finishing, such as staining, filling, shellacking, varnishing, waxing, sealing, buffing, etc. .....

V. Applying Various Types of Wall Coverings .....

VI. Matching and Mixing Colors .....

VII. Stippling and Texturing .....

VIII. Blending and Glazing .....

IX. Graining, Marbling, and Metal and Gold Leafing .....

X. Stenciling and Shellacking .....

Total term, 3 years (approximately 6,000 hours) .....

SCHEDULE B: TRADE EXPERIENCE FOR DRYWALL FINISHERS

This schedule is an example of the type of work experience and training considered necessary to develop a skilled and productive worker in the drywall finishing trade. Within the limits of basic trade requirements, local joint apprenticeship and training committees will find the schedule sufficiently flexible for adaptation to local conditions and for allocating the approximate experience required.

	Approx. hours
I. Taping	
1. Joints, hand operation	
2. Angles, hand operation	
3. Joints, machine operation	
4. Angles, machine operation	.....
II. First Topping Coat	
1. Hand application	
2. Machine application	.....
III. Second and Third Topping Coats	
1. Hand application	
2. Machine application	.....
IV. Detail Work (Hand Operation)	
1. Touching up bad joints	
2. Taping and finishing around pipes and tubs	
3. Nail spotting —1st, 2d, and 3d coats	
4. Filling metal corner guard and metal edge trim	
5. Application of tape-type metal corners and trim	.....
V. Finishing of Angles	
1. Hand operation	
2. Machine operation	.....
VI. Finishing, Sanding, and Final Checkout	.....
VII. Application of Texture (Includes Spray Application)	
1. Application of rough decorative simulated acoustic ceiling texture	
2. Spray application of fog and spatter wall texture	
3. Hand rolled texture	
4. Skip trowel texture	

5. Application of thin wall surfacing texture
6. Proper masking procedures .....

VIII. Final Cleanup—Floors, jams, window frames, etc. .....

Total term, 2 years (approximately 4,000 hours) .....

APPRENTICE RECORDKEEPING

To maintain a current record of the progress and ability of apprentices, an accurate recordkeeping system, covering the pertinent points, is essential. A number of different types of recordkeeping systems are in use in different areas. Some systems include a variety of recordkeeping forms—daily, weekly, and monthly, as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

Reproduced on the following page is a simply designed recordkeeping form used by joint apprenticeship and training committees in a number of localities. It is presented as an example to those in charge of apprentices in other localities in establishing their own recordkeeping systems. This form covers a 2-week period and is accumulative. The number of hours the apprentice has been trained on the job in each phase of the trade is recorded in columns I through X, and the number of hours of related classroom instruction is recorded in the next column. Provision is also made for the verification of hours spent in related instruction.

It will be noted that the data recorded during each 2-week period are carried forward to the next 2-week period. In this way, a current and complete record of the progress of each apprentice may be kept on this single form.

Samples of other recordkeeping systems may be obtained, upon request, through the field representatives of the U.S. Department of Labor's Bureau of Apprenticeship and Training or State apprenticeship agencies.

Painting and Decorating Apprentice Recordkeeping Report

Apprentice _____ Address _____ City _____

Employer _____ Address _____ City _____

Month _____ Year 19__ | Employer or foreman verify and sign here | Give location of job above

Schedule	I Surface preparation	II Tool care	III Use of materials	IV Exterior and interior applications	V Wall covering	VI Color matchings	VII Stippling	VIII Blending and glazing	IX Graining and marbling	X Stenciling and stripping	Related instruction: Hours of related instruction	Related instruction: Supervisor's verification
Total hours required →												
Hours carried forward												
Date												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												
											Total school hours	
Total hours to date												

Make comments or remarks on progress of apprentice on reverse side

Enter grand total here

Certificates of Completion of Apprenticeship, awarded apprentices when they have completed their training, are issued by the State apprenticeship agency or the Bureau of Apprenticeship and Training in States in which no such agency is established.

U.S. DEPARTMENT OF LABOR • MANPOWER ADMINISTRATION
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

CHECK APPROPRIATE BOX
- ☐ Vietnam Era Veteran
- ☐ Other Veteran
- ☐ Non-Veteran

SOCIAL SECURITY NUMBER

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship:

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29, Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the (*Name of Apprenticeship Standards*)..... which are made a part of this agreement.

The apprentice agrees to apply himself diligently and faithfully to learning the trade in accordance with this agreement.

TRADE	TERM OF APPRENTICESHIP (*Hours or Years*)	PROBATIONARY PERIOD
CREDIT FOR PREVIOUS EXPERIENCE	**TERM REMAINING**	**DATE THE APPRENTICESHIP BEGINS**

This agreement may be terminated by mutal consent of the parties, citing cause(s), with notification to the Registration Agency.

NAME OF APPRENTICE (*Type or Print*)	**TO BE COMPLETED BY THE APPRENTICE**
SIGNATURE OF APPRENTICE	DATE OF BIRTH (*Month, Day, Year*)
ADDRESS	CHECK APPROPRIATE BOX ☐ MALE ☐ FEMALE
PARENT OR GUARDIAN	RACE/ETHNIC GROUP: (*Check one*) ☐ CAUCASIAN/WHITE ☐ INFORMATION NOT AVAILABLE ☐ NEGRO/BLACK ☐ NOT ELSEWHERE CLASSIFIED ☐ ORIENTAL ☐ SPANISH AMERICAN ☐ AMERICAN INDIAN
NAME OF EMPLOYER (*Company*)	
ADDRESS	HIGHEST EDUCATION LEVEL (*Check one*) ☐ 8th GRADE OR LESS ☐ 9th GRADE OR MORE ☐ 12th GRADE OR MORE

SIGNATURE OF AUTHORIZED OFFICIAL

APPROVED BY (*Joint Apprenticeship Committee*)

SIGNATURE OF CHAIRMAN OR SECRETARY	DATE

REGISTERED BY (*Name of Registration Agency*)

SIGNATURE OF AUTHORIZED OFFICIAL	DATE

MA 6-71B
Jan. 1973

U.S. DEPARTMENT OF LABOR • MANPOWER ADMINISTRATION
Bureau of Apprenticeship and Training

APPRENTICESHIP AGREEMENT

Between

Apprentice and Joint Apprenticeship Committee

CHECK APPROPRIATE BOX

- ☐ Vietnam Era Veteran
- ☐ Other Veteran
- ☐ Non-Veteran

SOCIAL SECURITY NUMBER

THIS AGREEMENT, entered into this .....day of .....19 .....

between the parties to *(Name of local apprenticeship standards)* .....

.....

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

(Name of apprentice) ....., born *(Month, Day, Year)* .....

hereinafter referred to as the APPRENTICE, and *(if a minor) (Name of parent or guardian* .....

hereinafter referred to as his GUARDIAN.

WITNESSETH THAT:

The Committee agrees to be responsible for the selection, placement and training of said apprentice in the trade of ..... as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement.

TERM OF APPRENTICESHIP	PROBATIONARY PERIOD	CREDIT FOR PREVIOUS TRADE EXPERIENCE	TERM REMAINING

OTHER CONDITIONS

This agreement may be terminated by mutual consent of the signatory parties, upon proper notification to the registration agency.

SIGNATURE OF APPRENTICE

ADDRESS *(Number, Street, City, State, ZIP Code)*

PARENT OR GUARDIAN *(Signature)*

SIGNATURE *(Joint Apprenticeship Committee, Chairman)*

SIGNATURE *(Joint Apprenticeship Committee, Secretary)*

NAME OF REGISTRATION AGENCY

DATE *(Month, Day, Year)*

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

TO BE COMPLETED BY THE APPRENTICE

Check One: ☐ MALE ☐ FEMALE

RACE/ETHNIC GROUP: *(Check one)*

- ☐ CAUCASIAN/WHITE
- ☐ NEGRO/BLACK
- ☐ ORIENTAL
- ☐ AMERICAN INDIAN
- ☐ INFORMATION NOT AVAILABLE
- ☐ NOT ELSEWHERE CLASSIFIED
- ☐ SPANISH AMERICAN

HIGHEST EDUCATION LEVEL: *(Check one)*

- ☐ 8th GRADE OR LESS
- ☐ 9th GRADE OR MORE
- ☐ 12th GRADE OR MORE

MA 6-111
Feb. 1973

GPO : 1973 O - 496-310

ADDENDUM AFFIRMATIVE ACTION PROGRAM

I. Preamble

The apprenticeable crafts within the painting, decorating, and drywall industry have traditionally been open to all regardless of religion, color, or national origin. As a matter of historic fact—reflected in the 14 percent minority membership of the International Brotherhood of Painters and Allied Trades throughout the Nation—many members of groups once considered to be "minority groups" have found the craft to be an avenue to economic advancement. This industry has, for over 4 years, been participating in MDTA apprentice entry programs and Job Corps preapprenticeship training programs. It has utilized the second highest number of Outreach Program completers in the construction industry.

In keeping with its accelerated efforts, the National Painting and Decorating Joint Apprenticeship and Training Committee therefore adopts this Affirmative Action Program to assure both continued nondiscrimination and equal employment opportunity in all phases of the recruitment, selection, training, employment, and upgrading of all apprentices.

Our experience indicates that underrepresentation of any group in local apprenticeship programs, where such underrepresentation exists, is due primarily to one or more of the following three causes:

1. A historic pattern of choice favoring other occupations;
2. A lack of information concerning the nature of, and the opportunities within, the craft; or
3. The failure of what could be described as our society's total educational system to equip individuals to meet the basic minimum requirements for apprenticeship.

This Affirmative Action Program is designed to achieve equal employment opportunities in local painting, decorating, and drywall apprenticeship training programs by:

1. Assuring continued nondiscrimination.
2. Providing a steady flow of information concerning the nature of the industry's apprenticeship and training program so that it will be clear to all minority groups that selection is based on qualifications alone, without regard to race, color, creed, sex, national origin, or occupationally irrelevant physical handicap.

3. Cooperating with and assisting outreach efforts designed to recruit, prepare, and motivate minority group members for entry into apprenticeship.

4. Continuing with ongoing national preapprentice programs and encouraging local participation in such programs.

II. Analysis of Minority Participation

Upon receipt from the Secretary of Labor, or a person or agency designated by him, of official Government figures on the numbers and proportion of minorities in our labor market area, the Joint Apprenticeship and Training Committee (JATC) shall make a detailed analysis of the employment of minority group workers in the classifications covered by its apprenticeship program to determine the level of intensity required in the implementation of the detailed steps outlined in Part III of this program in order to achieve program objectives.

III. Affirmative Action Procedures for Local Joint Apprenticeship and Training Committees:

A. Informational Activities

1. Maintain up-to-date printed material to acquaint interested parties or groups with the nature of the work performed within the painting and decorating industry. Such material shall clearly explain the qualifications for entrance into local apprenticeship programs.

2. Distribute such informational material to the appropriate Bureau of Apprenticeship and Training (BAT) or State apprentice council (SAC) representative and, to the extent possible, to secondary school counselors, appropriate community groups, and other interested parties, groups, and organizations, such as those engaged in outreach efforts.

3. Make available such films and visual aids as are prepared by national bodies associated with the national painting, decorating, and drywall industry.

4. Arrange for participation whenever possible by JATC members (or other qualified industry representatives) when invited to informational programs such as counselor workshops or school career day activities.

5. Work with other building trades apprenticeship programs

to establish and maintain periodic workshops for school and appropriate employment counselors.

6. Cooperate and counsel with various school boards concerning the needs of the industry and how the transition from school to work can be best accomplished.

7. Cooperate with other building trades apprenticeship programs in efforts to secure public service time on radio and TV stations which can effectively reach the minority community.

B. Selection Operation

1. Where apprentice applications are accepted periodically rather than on a year-round basis, notification of apprenticeship openings shall be made at least 30 days prior to the earliest date of application in the following manner:
   a. The BAT or SAC representative serving the program shall be notified in writing.
   b. In a SAC State, the State supervisor of the BAT shall also receive notice.
   c. The superintendent of schools shall be notified.
   d. All State employment service offices in the training area shall be notified.
   e. Notice will be provided to appropriate outreach organizations, such as Apprenticeship Outreach or LEAP operated in the area by the area Building Trades Council, or responsible and established civil rights groups interested in recruiting, preparing, and motivating minority group members to meet apprenticeship qualifications.
   f. Notice in the form of a press release shall be provided to media known to have minority group readership or listenership.

2. The selection procedure outlined in the local apprenticeship standards shall be followed uniformly for all applicants regardless of race, color, creed, sex, national origin, or occupationally irrelevant physical handicap. All apprentices shall receive credit for experience, training, and skills on an equal basis.

3. Graduates of the Brotherhood of Painters and Allied Trades Job Corps Program shall be utilized as a source for available apprenticeship openings. These candidates may

be selected directly into available apprenticeship openings without regard to existing eligibility lists or the necessity of passing written tests.

C. Recruiting, Preparing, and Motivating Minority Applicants

1. The Joint Apprenticeship and Training Committee shall assist or join, as circumstances warrant, in cooperative efforts with other building trades apprenticeship programs and appropriate community groups to develop and maintain an outreach program for recruiting and such preapprentice training as minority group individuals may require to enable them to enter the apprenticeship program.

2. Interested government agencies and outreach organizations shall be advised of the nature of any tests required under the standards adopted by the JATC to facilitate proper pretest educational efforts.

D. Internal Communication Within the Industry

1. The Joint Apprenticeship and Training Committee will inform the local unic[illegible] participating employer groups of this Affirmative Action Program and of the need to encourage special consideration by journeymen and supervisors.

2. The committee shall also disseminate information within the industry to acquaint all involved with the objectives of the program to secure maximum cooperation.

In order to achieve the objective of this Affirmative Action Program, the Joint Apprenticeship and Training Committee shall alter or supplement the program from time to time as experience dictates.

REGIONAL OFFICES
BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I John F. Kennedy Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, NE., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V 300 South Wacker Drive, 13th Floor Chicago, Ill. 60606	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 1512 Commerce Street, Room 704 Dallas, Tex. 75201	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Arcade Plaza Bldg., Room 2055 1321 Second Avenue Seattle, Wash. 98101	Alaska Idaho	Oregon Washington

STATE APPRENTICESHIP AGENCIES

Arizona Apprenticeship Council
1623 B West Adams
Phoenix, Ariz. 85007

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif. 94102

Colorado Apprenticeship Council
Industrial Commission Offices
200 East Ninth Avenue, Room 216
Denver, Colo. 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council
Department of Labor and Industry
618 North Union Street
Wilmington, Del. 19805

District of Columbia Apprenticeship Council
555 Pennsylvania Avenue, NW., Room 307
Washington, D.C. 20212

Bureau of Apprenticeship
Florida Department of Commerce
Caldwell Building
Tallahassee, Fla. 32304

Apprenticeship Division
Department of Labor and Industrial Relations
825 Mililani Street
Honolulu, Hawaii 96813

Apprentice Training Division
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka, Kans. 66603

Kentucky State Apprenticeship Council
Department of Labor
Frankfort, Ky. 40601

Division of Apprenticeship
Department of Labor
1001 Land and Natural Resources Bldg.
Baton Rouge, La. 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Building
Augusta, Maine 04330

Maryland Apprenticeship and Training Council
Department of Labor and Industry
203 East Baltimore Street
Baltimore, Md. 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Building
Government Center,
100 Cambridge Street
Boston, Mass. 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Bldg., 5th. Floor
444 Lafayette Road
St. Paul, Minn. 55101

Montana State Apprenticeship Council
Division of Labor Standards
1331 Helena Avenue
Helena, Mont. 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Building
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor
State House Annex
Concord, N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
1010 National Building
505 Marquette, NW.
Albuquerque, N.Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus, Building No. 12
Albany, N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh, N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
220 Parsons Avenue, Room 314,
Columbus, Ohio 43215

Apprenticeship and Training Division
Oregon Bureau of Labor
Labor & Industry Building, Room 115,
Salem, Oreg. 97310

Pennsylvania Apprenticeship and Training Council
Department of Labor and Industry
Labor and Industry Building, Room 1547
Harrisburg, Pa. 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hato Rey, P.R. 00917

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence, R.I. 02908

Utah Apprenticeship Council
Industrial Commission
431 South Sixth, East, Room 225,
Salt Lake City, Utah 84102

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Building
Montpelier, Vt. 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 1814
Room 344, Ninth Street Office Building
Richmond, Va. 23214

Director of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, V.I. 00820

Apprenticeship Division
Washington State
Department of Labor and Industries
318 East Fourth Avenue
Olympia, Wash. 98504

Division of Apprenticeship and Training
P.O. Box 2209
Madison, Wisc. 53701

All agencies, with the exception of Kansas, operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

United States Department of Labor

Bureau of Apprenticeship and Training

NATIONAL PAINTING AND DECORATING AND DRYWALL FINISHING APPRENTICESHIP AND TRAINING STANDARDS
(Jointly Sponsored by the International Brotherhood of Painters and Allied Trades, AFL-CIO,
Gypsum Drywall Contractors International, and the Painting and Decorating Contractors of America)

Certificate of Registration

For the trade classifications of PAINTER-and-DECORATOR and Drywall Finisher

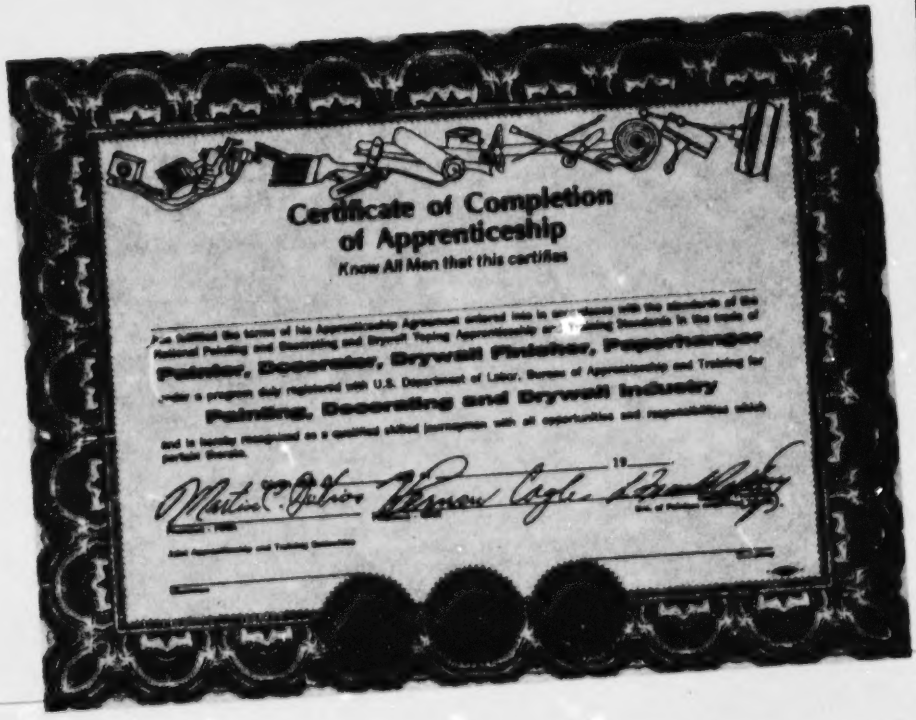
Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

Federal Committee on Apprenticeship

March 21, 1937
(Rev. 5-23-74)

81180

Robert E. Newman
William H. Kyllberg
Virgil C. Murphy


Certificate of Completion
of Apprenticeship
Know All Men that this certifies
Painter, Decorator, Drywall Finisher, Paperhanger
Painting, Decorating and Drywall Industry

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